



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5180

IN REPLY REFER TO

4650  
Ser 01/24  
18 Aug 99

### JOINT MEMORANDUM

From: Deputy Commander/Comptroller  
Director, Support Services (09A5)

Subj: FUNDS DESIGNATED FOR TRAVEL

Ref: (a) SEA 01 memo 4650 Ser 01/17 of 23 Aug 96

1. The purpose of this memorandum is to reiterate policy concerning the release and approval of funding for travel within and outside the command. This policy is necessary for internal control purposes and to prevent problem disbursements that occur when funds are not properly administered. Failure to follow applicable procedures can result in the use of funds for improper purposes, in violation of 31 USC 1301(a). A violation of this statute could lead to violation of the Antideficiency Act (31 USC 1517) if proper funds to correct the mischarge are not held by the fund administrator. A violation of 31 USC 1517(a) carries criminal penalties.

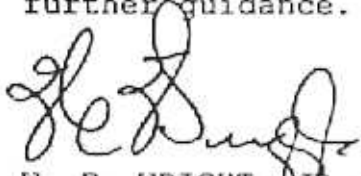
2. The most prevalent problem has been when program offices informally give out their lines of accounting for others to travel without coordinating with the NAVSEA travel office (SEA 09A5). Under no circumstances should lines of accounting be passed to others without approval of SEA 09A5. Whenever a travel line of accounting is cited for travel, a funding authorization letter or a Project Directive or Work Request must be approved/issued through SEA 09A5 before the orders are issued by the performing activity. At no time should NAVSEA personnel issue their line of accounting via email, verbally over the telephone or faxed to another activity before the required funding document has been processed by SEA 09A5. Failure to follow this requirement can easily lead to problem disbursements or violation of statutes. Not following this policy will also create payment problems and problem disbursements.

3. Another significant problem area deals with obtaining copies of travel orders financed from NAVSEA travel authorization letters. The recipients of these letters do not always adhere to the guidelines outlined in the letters and as a result numerous obligation and disbursement errors have occurred. Reference (a) requested Project Directives (PD) or Work Requests

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(WR) be provided whenever applicable. Program offices were advised to issue a block of funding to these activities based on the anticipated travel requirements for the year rather than generating numerous document revisions to authorize travel funding for each individual trip. In all cases where funds are accepted on a direct cite basis, we need help in obtaining copies of the resulting travel orders so the funds can be obligated in STARS.

4. Your cooperation in implementing this policy in your organization is critical to successfully reducing the number of instances of unauthorized or missing obligations. Please contact SEA 09A5, Donna Martin or Sharon Hughes (602-8304) for further guidance.



W. E. WRIGHT, JR., Ph.D



V. H. ACKLEY

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